# Style Sheet for Self-Publishing Guide

# *Last revised: May 2, 2018*

*Based on: BCcampus Style Guides*

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## ****Spelling and Abbreviation List****

**A-B**

back matter (lower case)

B.C. Open Textbook Collection

B.C. Open Textbook Project

BCcampus

BCcampus Open Education

BCcampus OpenEd

**C-E**

CC BY (not CC-BY)

Commons

drop-down (adj.)

eReader

**F-H**

front matter (lower case)

fulfill

**I-M**

Internet

key terms

keywords

labelled/labelling

licence (noun), license (verb), licensed (adj.)

Licences (Attribution-ShareAlike-NonCommercial-NoDerivatives

link (not hyperlink)

**N-R**

open educational resources

post-publication/Post-publication

practice (noun), practise (verb)

pre-publication/Pre-publication

proofread/proofreader

public domain

**S-T**

screenshot

self-publish (adjective, noun, verb)

set-up

textbox

**U-Z**

U.S. (not US)

web page

website

**Citation Style**

1. Type: Chicago (see [*The Chicago Manual of Style Online*](http://www.chicagomanualofstyle.org/home.html))
2. Bibliography: Back Matter
3. Footnotes go outside of end punctuation.

**General Style**

1. **No text in the body of a Part (used as a Chapter).**
2. **Chapters and chapter sections are not numbered.**
3. **Book titles should be italicized.**
4. **File types should be all caps, e.g., HTML, MOBI, PDF, EPUB**
5. **Additional information, such as “See Copyright and Open Licences.” in which a segment of the text is linked to another section in the guide, should be placed in brackets. The statement within the brackets should end with a period, e.g., “There is much you can do to write more effectively. (See Writing Experience.)”**
   1. **Sometimes, if more fitting, a recommended link might be placed in a shaded textbox.**
   2. **Sometimes a recommended link is not given special treatment.**
6. **When pointing to an example, use “…for the textbook, e.g., an open textbook” NOT “…for the textbook, for example, an open textbook.”**
7. **Use they/them/their as the gender-neutral singular pronoun.**
8. In preparation for our team's new name, change references to the "B.C. Open Textbook Project" or, when part of a guide title such as [*B.C. Open Textbook Pressbooks Guide*](https://opentextbc.ca/pressbooks/)*,* to BCcampus Open Education or BCcampus Open Education [*Pressbooks Guide*](https://opentextbc.ca/pressbooks/). Do not italicize or link "BCcampus Open Education" when it precedes the name of a guide.
9. For long chapters, internal links can be used to create a table of contents to assist with navigation. (See Resources: Search and Find)
   1. Heading level 2: “Chapter table of contents”
   2. Sub-headings are listed as bullets

### Custom CSS

For this book, we have modified the CSS. The following text can be copied and pasted onto the Custom Styles page in Pressbooks for each export format.

table {margin:auto}

h3 {

font-family: 'Roboto Condensed', 'Roboto', Helvetica, Arial, sans-serif;

font-size: 1em;

font-style: italic;

font-weight: bold;

text-align: left;

text-transform: none; }

h4 {

font-family: 'Roboto Condensed', 'Roboto', Helvetica, Arial, sans-serif;

font-size: 0.9em;

font-style: italic;

font-weight: normal;

text-align: left;

text-transform: none; }

### Front Matter

### About This Guide

### Acknowledgements

### Introduction

### Back Matter

### Appendix 1: Licences and Tools

### Appendix 2: Style Guide

### Appendix 3: Canadian Spellings and Word List

### Appendix 4: Contracts

### Appendix 5: Checklists

### Glossary

### Bibliography

### Versioning History

#### Glossary

### Lower case all terms unless they take capitals.

### Bold the term only, not the colon that follows.

### Capitalize the first word in the definition.

### End all definitions with a period.

### Definitions should be worded as if there is an “is” implied between the term and the definition.

### When referring to a different term in the glossary, use the word “See” followed by the term in italics. This does not go in parentheses.

### When linking to different parts of the book or web pages, put “See” plus the link text all in parentheses. Example: (See How to Copy Edit.)

### Example: ****open****: A term used to describe any work (text, images, music, etc.) that is openly licensed and available to the general public to reuse. See Creative Commons.

### Headings and Labels

1. Chapter titles and chapter section titles should use title-case.
2. Use the imperative in titles and headings where appropriate (Find Help, not Finding Help).
3. Headings within a chapter section should use sentence-case and Heading 2
   1. Exceptions: proper names, and when the heading is referring to the name of a section or chapter, e.g., “Look Before You Write”
   2. There may be secondary headings within a section: use sentence-case and Heading 3
4. Titles of books should be italicized
5. Use quotation marks when referring to a heading within a chapter, e.g., read the “Creative Commons Licence” section in Appendix 1.

### ****Numbers****

1. Write out all numbers up to and including ninety-nine. After that, use numerals.
   1. Exception: Dates (November 4), quoted material

### ****Tables****

### **Table titles go in <caption> tags (Title case)**

### **Column and row header cells are set as “Headers” with the appropriate scope assigned. (Title case)**

### **Cite in a footnote in the caption.**

### ****Textboxes****

### **Textboxes can be used to highlight sections of text.**

### **If content in a textbox requires a heading, use the “Key Takeaways” textbox.**

### **Headings should be in title case.**

### **If content in a textbox does not take a heading, use the “Shaded” textbox.**

### **Content in “Shaded” textbooks should be centred unless it contains a list.**

### **Use a “Shaded” textbox to highlight file templates available for download in a chapter. Provide a sentence introducing the file and add the file as a bulleted list. See *Links to files.***

## ****Links****

**Internal links:**

1. **Should not open in a new tab.**
2. **Do not include the** <http://opentextbc.ca> **part of the link for internal links.**
3. **When linking to a different part of the book, the link should follow the sentence in parentheses.** 
   1. **Example:** There are various funding sources available for open textbooks. (See [Who Pays for This](file:////selfpublishguide/chapter/who-pays-for-this/).)

External links:

1. **Should open in a new tab. (Add [New Tab] to the link text for accessibility.)**
   1. **Exception: Links in attribution statements should not open new tabs.**
2. **Only link to external sources in-text if the link is not already given in a footnote.**
3. **If linking to a YouTube video, specify that as well. (Example: [YouTube – New Tab])**

**Links to files:**

1. **When linking to a file, specify the file type in brackets in the link text.**
   1. **If it is a PDF, specify that it will open a new tab. (Example: [PDF – New Tab])**
   2. **Do not have Word documents open in new tabs. (Example: [Word file])**
   3. **Do not have Excel files open in new tabs. (Example: [Excel file])**
2. **Documents meant to be downloaded and used as templates should be put in a textbox so they standout. See *Textboxes 3.a.***

### ****Lists****

### List should be uniform in structure.

### Capitalize first word in a primary list (bullet points or numbers).

### First word in a secondary or tertiary list (bullet points or numbers) should be lower-case.

### Add a period after list item only if full sentence is used. This applies to all list levels (primary, secondary, tertiary).

### Exception: add a period after list item (incomplete sentence) if it is followed by a full sentence, e.g., “The full list. Authors should also include all exceptions on the style sheet.”

### Use a numbered list when sequence or order of the information matters (e.g. describing steps, instructions, or rules), or when an item on the list is referred elsewhere in the content.

### If a list gives an instruction followed by a longer explanation, you can bold the instruction to make it stand out from the rest of the text. (See “Timeline Tasks” in [Project Charter and Timeline](https://opentextbc.ca/selfpublishguide/chapter/project-timeline/).)

### ****Punctuation****

1. Use serial commas.
2. Use a colon after the leading phrase to a list, for example,

Here is a list of dogs:

1. Poodle
2. Spaniel
3. Mutt.
4. Punctuation goes inside quotation marks.
5. Hyphenate compound modifiers (two or more adjectives that precede the noun they modify), e.g., “a machine-readable document.”
   1. Except where they conflict with standard usage of a specific term within the open-education community: open educational resources, open textbook author, open source software

**Attribution Statements**

Sample wording for attribution statements by licence type:

* Public Domain: [Meadow](https://pixabay.com/en/meadow-away-panorama-680607/) by [geralt](https://pixabay.com/en/users/geralt-9301/) has been designated to the [public domain (CC0)](https://creativecommons.org/share-your-work/public-domain/cc0/).
* CC BY: [Money](https://flic.kr/p/dmCYx) by [Eric L.](https://www.flickr.com/photos/virtualzen/) is used under a [CC BY-NC-SA 4.0 International Licence](https://creativecommons.org/licenses/by-nc-sa/4.0/legalcode).

1. Attribute all resources even if taken from the public domain.
2. For CC licences, include the version, full licence title, and capitalize “Licence” as it is part of the licence name.
3. Statements should be placed at the end of each chapter section (web page) for the resources on that section/page.
4. Heading should read “Attributions” and Heading 2 used; plural (“Attributions”) should be used even when only one item is listed.
5. Attributions should be listed with a numbered list, unless there is only one item, in which case no number should be used.
6. Links in attributions should not open new tabs.
7. If there is more than one image in a chapter, it will be identified by its caption (using italics) followed by a colon, one space, and then the attribution statement.

**Template Style**

1. Word document
   1. Style: From Design tab select “Facet” as design and “Blue Warm” from Colors dropdown menu
   2. Page numbering using Header style “Facet (Odd Page)”
2. Headings:
   1. Document title – Heading 1: Calibri, 16-point font, bold, centred
      1. Example: CHECKLIST 1: Look Before You Write
   2. Section titles – Heading 2: Calibri, 12-point font, bold, left justified (also used for table-column headings)
   3. Sub-section titles – Heading 3: Calibri, 12-point font, bold, italics, left justified
3. Text: Calibri, 12-point font
4. Footer:
   1. “From the BCcampus Open Education *Self-Publishing Guide*”
      1. Calibri, 10-point font, justified left
   2. CC BY logo (justified right)
5. Upload into Media library of Pressbooks account and provide a link to this document in the text body by hyperlinking title of document.
   1. File name: “BCcampus OpenEd Self-Publishing Guide, NAME OF TEMPLATE”, e.g. “Contract 1”, “Contract 2”; “Checklist 1”, “Checklist 2”; “Project Timeline”, “Project Charter”, “Style Sheet”